Avalon Elementary School has an open door policy, and we encourage our parents and family members to visit the school and volunteer. **Parents are always welcomed at Avalon, and** should feel free to visit at any time and as frequently as they choose. In order to ensure a safe and orderly learning environment that maximizes all instructional time and allows optimal opportunity for students to achieve outstanding academic achievement, we ask that the following policy be followed for all visits.

**VISITOR:** A person (not a student of the school or an identified employee or volunteer of PGCPS on official business) who has legitimate school business, to include, but not limited to: parent-teacher conferences, pre-arranged classroom visits, attendance at other school events or appointments with school employees.

- All visitors must present a government issued ID and be scanned through the Raptor System.
- All visitors must sign-in at the Main Office and receive a Visitor's Badge.
- A Visitor's Badge must be visible at all times, while guests are in the school building.
- All visitor badges will have a designated location printed on them. Parents are only authorized to visit those locations, during that particular visit.
- Parents or Guardians must arrange classroom visits and/or conferences with classroom teachers at least 24 hours in advance.
- School age children, who are not enrolled in the school, are not permitted to visit the school or move throughout the school campus, unless they are under the direct supervision of a PGCPS employee or adult visitor who has been properly screened. The responsible adult must sign in the child, providing name, age, birthday and location to be visited. The responsible adult assumes responsibility of the actions and safety of the school age child visiting with them. At no time, are school aged child who are not enrolled in the school allowed on school grounds without the direct and constant supervision of a responsible visitor or PGCPS employee.
- School aged children not enrolled in the school may not visit the school for more than one day, unless approved by the Principal.
- Upon arrival, notify the office staff that you are here to visit your child’s classroom. Your presence will be announced to the teacher. Then, follow normal sign-in procedures. You will need valid picture ID, each time you visit the school, regardless of the purpose.
- Parents are encouraged to spend a day, morning or afternoon, or as little as 20 minutes, to view the daily routines, interactive instructional strategies, and the excitement of the teaching and learning process.
- If you have something to give your child, please bring it to the office. We will see that your child gets the item without interruption to the class. Teachers are not interrupted during the instructional day for telephone messages. We encourage you to call before 7:00 am – 2:00 pm.
School visits are not permitted during testing or educational and related service evaluations (i.e., speech and language assessments). Parents may be permitted to observe or participate in the evaluation process for infants, toddlers or students enrolled in early childhood programs or settings with special education or related services.

Please understand that a classroom visit is different in nature from a parent-teacher conference. If a parent needs to speak with teachers about specific concerns, he/she should contact the child’s teacher to schedule a conference, during the time that the teacher is available to meet.

Parents must be escorted to their child’s classroom, for visits.

All visitors are required to return to the Main Office to sign out.

PGCPS employees or substitutes who do not have an employee badge visible must have their identification scanned and wear the Raptor badge while at school.

School staff is expected to escort any person who does not have a visible campus visitor badge or PGCPS identification immediately to the Main Office.

All vendors, contractors, and other visitors not assigned to the particular school or facility will be scanned into the system each time they visit the school.

All visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with classroom activities of any student in the class.

In addition, at no time are visitors permitted to engage in inappropriate, aggressive or threatening behavior, while visiting the school.

Permission to visit the school may be rescinded or restricted if the visitor does not comply with the status purpose of the visit or violates any policy or procedure. The Principal reserves the right to rescind or restrict visiting privileges.

Volunteer Policy for Avalon ES

The Board of Education and Avalon Elementary School recognize the necessity and value of successfully engaging community volunteers to provide time and general support that enriches the educational program in each of our schools and assist with individual student achievement. We are particularly interested in inviting parents, families and community members to engage in volunteer services in our schools.

VOLUNTEER: A person assisting under the direction of a school administrator or teacher to provide a variety of services (e.g., tutoring, mentoring and chaperoning for students) without financial remuneration from PGCPS and considered to be an important member of the school or site team.

- All volunteers – such as PTO leaders, mentors, interns, tutors, chaperones and volunteers working in concession stands and at gate receipts at athletic events – must undergo a fingerprint background check, child protective service clearance, and training on reporting suspected child
abuse at least 14 days in advance of the day field trip, overnight trip or activity on or off school property.

- A fingerprint background check must be initiated through the PCGPS Fingerprint Office before performing duties and the child protective services clearance must be initiated through Human Resources.
- Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may request waiver of the background check fee by providing a copy of their letter from the PGCPS Department of Food and Nutrition Services.
- Volunteers do not have to complete a fingerprint background check if they are escorted and under supervision of a PGCPS at all time while on campus for a one-time event, such as parents/guardians volunteer for career day, book fairs, school dances, etc.
  - However, these volunteers must still provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System, as required by Administrative Procedure, when visiting school property.
- Parents/Chaperones are required to apply for the Fingerprinting/CPS Background Check ($61.00) in order to chaperone any field trips as of September 1, 2018. The Commercial Background ($15.00) online only allows parents to volunteer at one time events within the school and it does not allow them to volunteer every day at the school. While at the school for the one-time event, volunteers must be escorted and under the supervision of a PGCPS employee at all times. Student escorts may not be provided.
- Current employees who have undergone a fingerprint background check may attend field trips by providing a copy of their work ID in lieu of completing a new background check.
- All volunteers must register all required information with the school’s Volunteer Site Coordinator. The VSC for Avalon Elementary School is Mrs. Monika Dowdie (monika.vines@pgcps.org).
- Prospective volunteers must provide a copy of the stamped background check receipt to the school’s Volunteer Site Coordinator for record keeping.
- Former PGCPS employees must be cleared by the Principal and Human Resources, to determine eligibility to be a volunteer, prior to participation as such.
- Volunteers who with students in a school must, at all times, be in the view of others may not work behind locked doors and may not work in a room with a closed door without a window or an outside of public view.
- Volunteers who work in a school may not: 1) use student restrooms; 2) discipline or threaten, or threaten to discipline students; 3) interfere in matters involving students other than those for which they are legally responsible and authorized; 4) access confidential student or personnel records; 5) transport or allow students to drive their personal vehicle; and 6) date, have sexual relationships or have inappropriate interactions with students, as outlined in Administrative Procedure 4218 and 4219.
• In general, if volunteers have charges, convictions or concerns that render them ineligible for employment by PGCPS, they would also not be eligible to serve as a volunteer, vendor or subcontractor for PGCPS. (For more details on ineligibility, see AP 4216.6, page 4).

• All volunteers must adhere to Board of Education and school policies and procedures; participate in pre-service workshops and site-based orientations; participate in planning sessions (as scheduled); adhere to agreed upon schedule and duties; confirm to school/site rules and regulations.

• The training for volunteers is available online through the SafeSchools training management system. Click the tab which says "Required Training for Volunteers and Contractors." You should see a screen with three tabs. Click the Volunteer tab which will take you to the registration page for the online classes. You can also go to www.pgcps.org/required-training/ and click on the blue Volunteer training button. Please make sure that the school retrieves each parent certification of completion and file accordingly. For more information, interested volunteers may call 301.952.6775.

  o **Fingerprinting Hours & Locations**
    - Service Location: Sasscer Room 128
    - Hours: Monday- Friday: 8:00 AM- 3:45 PM

  o **CPS Clearance & Locations**
    - Service Location: Sasscer Room 124
    - Hours: Monday- Friday: 8:00 AM- 5:00 PM

Thank you for your consideration and cooperation.

Sincerely,

*Mrs. Veda A. McCoy*

Principal
Avalon Elementary School

*Revised 9.13.17*
School Visitors and Volunteers At-A-Glance

**SCHOOL VISITORS**

*School Visitors:*
- Escorted and under the supervision of PGCPSS employee at all times.

*Examples:*
- Parent-teacher conference or meeting, training, conference or event attendees, contractors.

*Administrative Procedure: AP-0560*

**SECURITY PROCESS: RAPTOR SYSTEM**

*School Visitors Must:*
- Sign in at the main office upon arrival.
- Scan government-issued ID into Raptor Visitor Management System.
- Wear Raptor system badge for duration of visit.
- Sign out at conclusion of visit.

**ONE-TIME EVENT VOLUNTEERS**

*One-Time Event Volunteers:*
- Escorted and under the supervision of PGCPSS employee at all times.
  (Note: If assisting with multiple one-time events each school year, follow procedure for volunteers below.)

*Examples:*
- Career Day, Science Fair, College Fair, Spelling Bee, STEM Fair, Principal for a Day, Men Make a Difference Day, Book Fair, school dances.

*Administrative Procedure: AP-4215 and 4216.6*

**SECURITY PROCESS: RAPTOR SYSTEM**

*One-Time Event Volunteers Must:*
- Sign in at the main office upon arrival.
- Scan government-issued ID into Raptor Visitor Management System.
- Wear Raptor system badge for duration of visit.
- Sign out at conclusion of visit.

**VOLUNTEERS**

*Volunteers:*
- Not under the supervision of a PGCPSS employee at all times.
- And/or provide a variety of services on a regular basis.

*Examples:*
- Tutors, mentors, teacher aides, office assistants, chaplains, interns, event gate and concession stand workers, coaches.

*Administrative Procedure: AP-4215 and 4216.6*

**SECURITY PROCESS: FINGERPRINTING & CPS CLEARANCE**

*Volunteers Must:*
- Undergo a fingerprint background check - at least 14 days in advance of volunteer activity.
- Undergo a Child Protective Services (CPS) clearance - at least 14 days in advance of volunteer activity.
- Complete required training modules - prior to engaging in volunteer activity.

**FINGERPRINT BACKGROUND CHECK**

*COST: $36.57*

*Service Location:*
- Sasscer Administration Building
  - Background Unit - Room 128
  - 14201 School Lane, Upper Marlboro

*Hours:*
- Monday-Friday: 8 a.m. - 3:45 p.m.

**CPS CLEARANCE**

*COST: FREE*

*Service Location:*
- Sasscer Administration Building
  - Employee Services Center - Room 124
  - 14201 School Lane, Upper Marlboro

*Hours:*
- Monday-Friday: 8 a.m. - 3 p.m.